

**SOUTH FIRE DISTRICT  
Of the City of Middletown  
BUILDING COMMITTEE MEETING  
Monday, November 9, 2020  
5:30 p.m.**

**Via Zoom – Meeting I.D. 835 3534 3253**

<https://us02web.zoom.us/j/83535343253>

**MINUTES**

Present: Chairman Thazhampallath, Joseph Bibisi, Edward Creem, Nancy Hunter, Gene Nocera, Philip Pessina, Guy Russo, Chief Michael Howley, Paul Pizzo, Paul Morin, Fire Department members and members of the public.

Absent: Philip Russo.

1. CALL TO ORDER Chairman Thazhampallath called the meeting to order at 5:33 p.m.
2. OPEN PUBLIC SESSION Chairman Thazhampallath opened the Public Session at 5:33 p.m.  
No one wished to speak.
3. CLOSE PUBLIC SESSION Chairman Thazhampallath closed the Public Session at 5:34 p.m.
4. APPROVAL OF MINUTES
  - a. Building Committee Meeting of October 13, 2020.  
MOTION to approve the minutes of October, 13 2020 by J. Bibisi/E. Creem.  
Unanimously approved.

MOTION to amend the agenda to add item 5b to Old Business “Approval of new meeting calendar” by P. Pessina/E. Creem. Unanimously approved.

5. OLD BUSINESS
  - a. Project update: Paul Morin, Landmark Architects, P.C. informed the committee there will be no additional fee to relocate the gas line, and should be completed by the end of November. Eversource will also change the meter. He also reviewed the dollar amounts discussed in the October 13, 2020 meeting in regard to the suggested 10% contingency. After reviewing the numbers, there is a contingency of 9.7%, making the project short by .3%. He informed the committee it may become an issue with the State of Connecticut when reviewing the documents for final approval.

Enterprise Builders, Inc. would like to begin the permit process, however, they have not received an award letter from the City of Middletown. Chief Howley and Chairman Thazhampallath will pursue the possibility of obtaining a letter of intent/commitment with Donna Imme, Purchasing and Joseph Samolis, Planning, Conservation and Development.

**b. Approval of new meeting calendar**

MOTION to approve 2021 meeting calendar by P. Pessina/E. Creem. Unanimously approved.

**6. NEW BUSINESS**

- a. Project finances –** Chief Howley reiterated we will not know if the 9.7% contingency is an issue until the State of Connecticut reviews the project finances.
- b. The groundbreaking ceremony** scheduled for Thursday, November 12, 2020 at 3:00 p.m. has been cancelled due to the COVID-19 “RED” status in Middletown. The ceremony will be rescheduled later in the project.
- c. Approval of bid documents, contracts, change orders or invoices** required for the project. No approvals are needed at this time, however, an award letter is needed from the City of Middletown for Enterprise Builders, Inc. to begin the permit process. Chief Howley and Chairman Thazhampallath to pursue with the City of Middletown.

**7. ADJOURNMENT**

MOTION to adjourn by G. Russo/J. Bibisi. Unanimously approved.

The meeting adjourned at 5:58 p.m.

Submitted by,



Kathleen M. Kiley  
Building Committee Secretary

**Approved 12/14/2020**